

Message Text

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62

ORIGIN DRC-01

INFO OCT-01 AF-06 ISO-00 L-03 SY-05 OC-05 CCO-00 OMB-01

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DRAFTED BY FADRC/DR:FMMACHAK:LB

APPROVED BY O/FADRC:JSPRUDEN

AF/W:RAMCGUIRE (DRAFT)

L/M:LHUMMER (DRAFT)

A/SY:LKACHULIS (DRAFT)

OC/EX:HFWALD (DRAFT)

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R 062213Z JAN 76

FM SECSTATE WASHDC

TO AMEMBASSY ACCRA

UNCLAS STATE 002770

E.O. 11652:N/A

TAGS:AINF, OGEN

SUBJECT:PRIVACY ACT - PHYSICAL SAFEGUARDS

REF: ACCRA 8458

1. THE DEPARTMENT'S POLICY REGARDING PHYSICAL SECURITY OF PERSONAL INFORMATION PURSUANT TO THE PRIVACY ACT OF 1974, IS AS FOLLOWS: "RECORDS THAT CONTAIN PERSONAL INFORMATION ABOUT INDIVIDUALS MUST BE STORED AND HANDLED IN SUCH A WAY AS TO PREVENT ACCIDENTAL OR UNAUTHORIZED DISCLOSURE. THE ACT REQUIRES THAT EACH AGENCY ESTABLISH ADMINISTRATIVE, TECHNICAL AND PHYSICAL SAFEGUARDS TO PROTECT PERSONAL INFORMATION ABOUT INDIVIDUALS FROM UNAUTHORIZED ACCESS OR DISCLOSURE. SUCH RECORDS SHOULD BE USED, HELD, OR STORED ONLY WHERE FACILITIES OR CONDITIONS ARE ADEQUATE TO PREVENT UNAUTHORIZED ACCESS. WHENEVER RECORDS WHICH CONTAIN PERSONAL INFORMATION ABOUT INDIVIDUALS ARE NOT UNDER THE UNCLASSIFIED

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PERSONAL CONTROL OF AN AUTHORIZED PERSON, THEY MUST BE

STORED IN LOCKED METAL FILING CABINETS OR IN A SECURED ROOM. ALTERNATIVE STORAGE FACILITIES MAY BE EMPLOYED, PROVIDED THEY FURNISH AN EQUIVALENT OR GREATER DEGREE OF PHYSICAL SECURITY THAN THE CITED METHODS."

2. BOTH IN SPIRIT AND LETTER THE PRIVACY ACT IS INTENDED TO PROTECT THE INDIVIDUAL'S (INCLUDING EMPLOYEES) RIGHT TO PRIVACY. OFFICES AND EMPLOYEES ARE ENCOURAGED TO ADOPT PRACTICES AND ATTITUDES THAT ARE CONSISTENT WITH THE INTENT OF THE ACT.

3. IN RESPONSE TO POST'S QUESTIONS: POST'S CONTROLLED C&R CENTER IS ADEQUATE FOR HANDLING AND STORAGE OF PERSONAL INFORMATION WITHOUT EXTRAORDINARY PRECAUTIONS. HOWEVER, C&R IS EQUALLY RESPONSIBLE WITH OTHER OFFICES FOR THE ESTABLISHMENT OF PROCEDURAL SAFEGUARDS THAT WILL PROTECT PERSONAL INFORMATION WHICH IS HANDLED OR TRANSMITTED OUTSIDE OF A CONTROLLED AREA.
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Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 06 JAN 1976
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1976STATE002770
Document Source: CORE
Document Unique ID: 00
Drafter: FMMACHAK:LB
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D760004-0763
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1976/newtext/t19760182/aaaacvqg.tel
Line Count: 78
Locator: TEXT ON-LINE, ON MICROFILM
Office: ORIGIN DRC
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 2
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: 76 ACCRA 8458
Review Action: RELEASED, APPROVED
Review Authority: castelsl
Review Comment: n/a
Review Content Flags:
Review Date: 27 JUL 2004
Review Event:
Review Exemptions: n/a
Review History: RELEASED <27 JUL 2004 by barnescd>; APPROVED <13 AUG 2004 by castelsl>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
04 MAY 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: RIVACY ACT - PHYSICAL SAFEGUARDS
TAGS: AINF, OGEN
To: ACCRA
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 04 MAY 2006